



## **Application Packet**

Human Resources Department  
13065 Orono Parkway  
Elk River, MN 55330  
May 6, 2015

- Position:** **Crime Prevention Specialist**
- Location:** Elk River Police Department, 13077 Orono Parkway
- Pay Rate:** Starting pay is \$21.94 per hour (Pay range: \$21.94 - \$27.42)
- Schedule:** Primarily Monday through Friday, 8:00 a.m. to 4:30 p.m. Will be required to adjust schedule for evening and weekend events, presentations, and tours.
- Position Summary:** Responsible for initiating and encouraging positive police/community relationships, through crime prevention training and events in both the residential and business communities. Will serve as a liaison for the department by responding to inquiries from the public for information and training. Will monitor crime statistics and crime trends, looking for new and innovative ways to improve crime prevention efforts in the community
- Requirements:** Qualified candidates will have an Associates of Arts degree in law enforcement or a related field, two years of experience in a public relations-related position, a valid, unrestricted driver's license and good driving record, the ability to work a flexible schedule that will include days, evenings, and weekends, and must pass a criminal background investigation.
- Deadline:** Tuesday, May 26, 2015, 4:30 p.m.
- Completed City of Elk River application packet is required for consideration.  
Submit completed application to:  
Elk River City Hall  
13065 Orono Parkway  
Elk River, MN 55330
- If you require a particular accommodation with the application process, please call 763.635.1000.
- The City of Elk River is an Equal Opportunity Employer.





# City of Elk River

## Crime Prevention Specialist

### Position Description

<b>Department:</b> Police		<b>Immediate Supervisor:</b> Special Services Sergeant	
<b>Pay Grade:</b> 6	<b>FLSA Status:</b> Non-Exempt		<b>Last Updated:</b> (date) April 2015
<b>Positions Supervised:</b> N/A			
<div><b>Position Summary</b></div> <p>The Crime Prevention Specialist (CPS) works under the supervision of the Special Services Sergeant, within the special services unit of the police department. The CPS is responsible for initiating and encouraging positive police/community relationships, through crime prevention training and events in both the residential and business communities. The CPS will serve as a liaison for the department by responding to inquiries from the public for information and training. The CPS will monitor crime statistics and crime trends, looking for new and innovative ways to improve crime prevention efforts in the community. The CPS will also be required on occasions to provide support services to the patrol division in the areas of animal control, ordinance enforcement and administrative support.</p>			

### Essential Functions

1. Administers crime prevention programs.
  - A. Plans, coordinates and administers current crime prevention programs which include Crime Free Multi-Housing, Neighborhood Crime Watch, Night to Unite, Safety Camp, S.A.L.T. events, etc.
  - B. Assists with the development and implementation of new initiatives and programs that address crime problems or concerns in the Elk River community.
  - C. Represent the department at designated community and city meetings and events.
  - D. Disseminates relevant crime prevention and safety information to civic organizations, businesses and residents in a professional manner.
  - E. Participates in various youth safety programs such as safety camp, bicycle safety rodeos, fingerprinting, etc.
  - F. Actively involved with the senior citizen population, providing information on personal safety. Provides training to the seniors on how to protect themselves from scams and fraud.
  - G. Acts as a liaison between patrol division and the community to ensure information and concerns are being shared.
  - H. Prepares crime prevention related articles and Public Service Announcements for police department website, local cable channel, Elk River newsletter, etc.
  - I. Conducts premise surveys of commercial establishments and residential dwellings as requested.
  - J. Provides training and support to neighborhood watch groups. Maintains current contact information for these groups, so relevant crime alerts can be quickly disseminated.
  - K. Offers plan review recommendations to City's Economic and Community Development Department.
  - L. Recommends changes and improvements to current programs and practices based on best practices.

2. Performs other essential job duties.
  - A. Conducts tours of the police department
  - B. Delivers agenda packets to council and various commission members.
  - C. Property room duties to include receive property and evidence from the intake point; properly log in and catalog the item from intake.
  - D. Regular and timely work attendance.
  - E. Follows all safety procedures.
  - F. Participates in safety training.
3. Performs limited patrol and animal control duties
  - A. Patrols City to enforce parking regulations and enforce animal code.
  - B. Responds to non-criminal, public calls for service. (i.e. lock-outs, motorist assists, funeral escorts, etc.)
  - C. Provides other support to police officers as needed/directed. (i.e. traffic control, transportation, etc.)
  - D. Picks up stray animals found during routine patrol or in response to a complaint.

### **Required Knowledge, Skills, and Abilities**

- ☐ Knowledge in the area of crime prevention.
- ☐ Knowledge in Crime Free Multi-housing.
- ☐ Knowledge of federal and state laws, codes and regulations that pertain to the position.
- ☐ Knowledge of methods and techniques of animal control and apprehension.
- ☐ Skill to communicate effectively with a variety of groups such as youth, business people, and seniors.
- ☐ Maintains a positive, productive and professional working relationship with other law enforcement agencies, businesses, community organizations, residents and other city staff.
- ☐ Ability to determine priorities and work independently with minimal supervision and direction
- ☐ Ability to comprehend and apply federal, state, county, and city criminal, traffic, and other civil laws.
- ☐ Ability to prepare reports, case files, and correspondence.
- ☐ Ability to work under stressful situations involving intense public contact.
- ☐ Ability to exercise sound judgment to enforce specified ordinances.
- ☐ Ability to work within the scope of this position's duties and authority.
- ☐ Ability to comply with data privacy laws and maintain confidential information.

### **Minimum Qualifications**

- ☐ Associate of Arts degree in law enforcement or a related field.
- ☐ Two years of experience in a public relations-related position.
- ☐ Valid and unrestricted driver's license.
- ☐ Ability to work a flexible work schedule that will include days, evenings and weekends.
- ☐ Must pass a criminal background investigation.

### **Preferred Qualifications**

- ☐ Bachelor's degree from an accredited college or university in criminal justice or a related field.
- ☐ Two years of experience as a Crime Prevention Specialist.
- ☐ Knowledge of current crime prevention techniques and practices.
- ☐ Possess State of Minnesota Crime Prevention Specialist certification.
- ☐ Possess Crime Prevention through Environmental Design Concepts certification.
- ☐ Successfully completed Minnesota Crime Free Multi-Housing program training.
- ☐ Knowledge of and proficiency in Microsoft Office Suite software applications & programs.
- ☐ Current Emergency Medical Responder certificate.

This Position Description is not intended to be all-inclusive. It is within the City of Elk River's discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

**This Position Description does not constitute a Contract of Employment.**



## Crime Prevention Specialist Physical Requirements

Physical Requirement	Frequency
<b>ESSENTIAL</b>	
Standing or Walking	Daily
Sitting	Daily
Bending or Stooping	Daily
Crouching or Kneeling	Daily
Repetitive Movements	Daily
Twisting/Turning	Daily
Operating a Vehicle	Daily
Lifting Objects Above Shoulder	Weekly/Mthly
Lifting Objects Waist to Shoulder	Weekly/Mthly
Lifting Objects Knee to Waist	Weekly/Mthly
Lifting Objects Floor to Knee	Weekly/Mthly
Carrying Objects	Weekly/Mthly
Exposure to Temperature Extremes	Frequently/Seasonally
Machinery Operation	Daily
Equipment Operation	Daily
Operation of Telephone/Radio	Daily
Computer/Typewriter Operation	Daily
Requires Good Vision	Daily
Requires Good Color Vision	Daily
Requires Good Night Vision	Daily
Requires Good Hearing	Daily
Requires Large Motor Skills	Daily
Requires Fine Motor Skills	Daily
Requires Depth Vision	Daily
Requires Peripheral Vision	Daily
Requires Far Vision	Daily
Requires Near Vision	Daily
<b>HIGHLY IMPORTANT</b>	
Pushing/Pulling	Weekly/Mthly
Exposure to Infectious Diseases	Weekly/Mthly
Exposure to Noise	Daily
Use of Weapon or Explosives	Rare

***IMPORTANT FACTS ABOUT INFORMATION ON YOUR EMPLOYMENT  
APPLICATION***

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd. 2). If you become employed by the City, the data will be available to the Department of Finance, the Internal Revenue Service, and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Director of Personnel by letter.

<i>Private Data</i>	<i>Why We Ask For It</i>	<i>Are You Legally Obligated To Provide It?</i>	<i>What May Happen If You Don't Provide It</i>
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Date of Birth (when requested on a separate form)	To conduct a check of criminal records for certain positions.	No	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
E-mail Address	To be able to contact you with updates regarding the selection process.	No	You will not receive updates as we progress through the hiring process. All applicants will be notified by postal mail once the process is complete.
Sex, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate form)	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

***ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC; THAT IS, IT MAY  
BE GIVEN TO ANYONE FOR ANY PURPOSE.***



# APPLICATION FOR EMPLOYMENT

13065 Orono Parkway  
Elk River, MN 55330  
Phone and TDD 763.635.1000, Fax 763.635.1090  
Website: [www.ElkRiverMN.gov](http://www.ElkRiverMN.gov)

The City of Elk River considers applicants for all positions without regard to race, color, creed, religion, sex, age, national origin, sexual orientation, marital status, veteran status, status with regard to public assistance, physical or mental disability, ancestry, genetic information, familial status, membership on local human rights commissions, or any other status protected by state of federal law.

1. Title of specific position for which you are applying		2. Date of Application		3. Date available for work																					
4. Last Name		First Name		Middle Name																					
5. If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes <input type="checkbox"/> No <input type="checkbox"/>																									
6. Street Address		7. City		8. State and Zip																					
9. Residence Phone		10. Business Phone		11. Cell Phone																					
12. E-mail Address																									
13. Employment condition desired: (check one) Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/>			14. Have you previously been employed by the City? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date _____ Position _____																						
15. If position involves driving, please indicate driver's license number Number _____ State _____ Class _____																									
16. Education. Did you graduate from high school or receive a GED? Yes <input type="checkbox"/> No <input type="checkbox"/> School Attended _____ How many years of education have you had? (circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Names and locations of colleges, universities, technical schools    Did you graduate?    Certificate/degree    Course of study <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;"></td> <td style="width: 10%;">Yes <input type="checkbox"/></td> <td style="width: 10%;">No <input type="checkbox"/></td> <td style="width: 35%;"></td> </tr> <tr> <td></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td></td> </tr> </table>							Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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17. Relevant current professional memberships, registrations, or licenses. _____ _____ _____																									
18. Job-relevant volunteer and unpaid work experience																									
Kind of volunteer activity (do not specify organization)	Major responsibilities	# Hours per month	Years From	To																					

19. Describe any additional experience or training that qualifies you for this job \_\_\_\_\_

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20. Employment History – List your present or most recent experience first. Attach additional sheets if necessary.

Employer _____	Your Title _____
Type of Business _____	Length of Employment:
Street Address _____	From: _____ To: _____
City, State, Zip _____	Total Years _____
Phone number _____	Hours Per Week _____ Last Salary _____
Supervisor's name _____	Reason for Leaving: _____
Supervisor's title _____	

May we contact this employer? Yes ☐ No ☐ If no, explain \_\_\_\_\_

Number and type of positions you supervised: \_\_\_\_\_

Principal Responsibilities - Be Complete: \_\_\_\_\_

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Employer _____	Your Title _____
Type of Business _____	Length of Employment:
Street Address _____	From: _____ To: _____
City, State, Zip _____	Total Years _____
Phone number _____	Hours Per Week _____ Last Salary _____
Supervisor's name _____	Reason for Leaving: _____
Supervisor's title _____	

May we contact this employer? Yes ☐ No ☐ If no, explain \_\_\_\_\_

Number and type of positions you supervised: \_\_\_\_\_

Principal Responsibilities - Be Complete: \_\_\_\_\_

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Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____ May we contact this employer?      Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
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Number and type of positions you supervised: \_\_\_\_\_

Principal Responsibilities - Be Complete: \_\_\_\_\_

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Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____ May we contact this employer?      Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
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Number and type of positions you supervised: \_\_\_\_\_

Principal Responsibilities - Be Complete: \_\_\_\_\_

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21. Word Processing/Computer Experience: Number of Years \_\_\_\_\_

List Software and hardware you are familiar with \_\_\_\_\_

\_\_\_\_\_

CLERICAL APPLICANTS ONLY:      Typing Speed \_\_\_\_\_ WPM

22. Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits and character.

NAME	PRESENT ADDRESS	TELEPHONE	POSITION AND RELATION TO YOUR WORK



Answer this question only if applying for a position within our police or fire departments:

23. Have you ever been required to register as a predatory offender, convicted of a felony, or convicted under a narcotics or controlled substance law? Yes ☐ No ☐

If 'Yes', attach a separate sheet with explanation.

**Note to all applicants:** All employment offers are conditioned upon the applicant passing a criminal background check. All applicants invited for an interview will be asked to provide the above information at the time of the interview. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

24. Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? Yes ☐ No ☐

If 'Yes' to #24, are you a permanent resident of the State of Minnesota? Yes ☐ No ☐

If 'Yes' to #24, were you disabled during your service in the military? Yes ☐ No ☐ If yes, you must provide proof of disability.

25. If applying for Veterans' Preference points, state your qualifications and provide a copy of form DD214. Failure to make the disclosure and to provide form DD214 will make you ineligible for Veterans' Preference.

I have provided my qualifications for receiving Veterans' Preference Yes ☐ No ☐

I have attached a copy of form DD214 to this application Yes ☐ No ☐

26. Where did you hear about this position? \_\_\_\_\_

## SIGNATURE

In connection with this application for employment, I authorize the City of Elk River and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Elk River and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES ☐

YES, but not present employer until job is offered ☐

NO (We may be unable to hire you without this information) ☐

I understand that no management official other than the City Administrator, has the authority to make oral or written employment offers for a specified period of time or for specified conditions. I also understand that any document regarding my employment must be in writing and signed by me.

I understand that neither this document nor any offer of employment from the City constitutes an employment contract unless a specified document to that affect is executed by the City Administrator and me in writing. Unless a written document signed by the City Administrator and me is created, then my employment status is that of an employee at will who can quit or be terminated from work at any time for any reason. All City employees are employees at will unless covered by a labor contract or other written agreement.

The City has the right to verify information provided in the application. I certify that the answers given herein (and accompanying resume, if any) are true and complete to the best of my knowledge and I have not omitted any information. I further understand that false, misleading, or omitted information in my application form, interview(s), or resume (if any) may disqualify me for further consideration for employment or result in immediate discharge if discovered at a later date.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT (do not print)



## Crime Prevention Specialist Supplemental Application

Please furnish us with as complete information as possible so that we may give you full consideration. Attach additional pages if necessary. In addition to this application, you may also attach further information which you believe qualifies you for this position.

- 
1. Yes No Do you have a degree in law enforcement or a related field?

What is your degree? \_\_\_\_\_

Is this an Associate's/2 year degree, Bachelor's/4 year degree, or something else? \_\_\_\_\_

2. Yes No Do you have at least two years of experience in a public relations-related position?  
If yes, please list the position(s), dates of employment, and summary of duties performed:

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3. Yes No Do you have a valid and unrestricted driver's license and a good driving record?

4. Yes No Are you able to work a flexible schedule that will include days, evenings, and weekends, sometimes at short notice?

Please list any concerns you may have with this schedule: \_\_\_\_\_

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5. Yes No After reviewing the Position Description and Physical Requirements included in this packet, are you able to safely perform the duties of this position with or without accommodation?

6. Yes No Do you possess a Minnesota Crime Prevention Specialist certification?

7. Yes No Have you successfully completed Minnesota Crime Free Multi-Housing Training?

8. Yes No Do you possess a Basic Crime Prevention through Environmental Design certification?

position.

10. Yes    No    Have you ever assisted in organizing a National Night Out or Night to Unite event?

Please describe your involvement in organizing this event. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[illegible]

Microsoft Word? ☐ Beginner ☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert

Microsoft Excel? ☐ Beginner ☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert

Microsoft PowerPoint? ☐ Beginner ☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert

Basic – Very basic knowledge of the topic but no professional use.

Advanced – Good knowledge of the topic and regular professional use.

Expert – Perfect knowledge of the topic and daily professional use.



City of Elk River  
13065 Orono Parkway  
Elk River, Minnesota 55330  
763.635.1000

### Tennessen Warning/Waiver of Claims

As an applicant for the position of Crime Prevention Specialist, I have voluntarily supplied data about myself that may be public and/or private in nature. Under Minnesota law the following information about you must be available to any member of the public who requests it: veteran status; relevant test scores; rank on eligibility list; job history; work availability; and education and training. Your name will not be made available to the public unless you are selected to be interviewed by the City.

I authorize the Elk River Police Department to conduct a criminal history background check to include adult and juvenile records and also a search of my driver's license record, as well as any other searches deemed necessary conditional to employment with the City of Elk River.

I understand that, as part of the selection process, I am requested to supply this information. I understand that failure to provide accurate and adequate data may disqualify me from further consideration.

I understand that, even if I am hired for this position, I may be subject to dismissal or other disciplinary action if I have made an intentional effort to provide deceptive or misleading information.

I understand that this data will be kept on file for a period of one year, even if I am not hired for this position. I understand that, if I am hired, this information will remain on file with the City of Elk River.

I further understand that this information will be used by the City to aid in the determination of my relative and/or specific suitability for employment for the position stated above.

Finally, I understand that the data that I have provided may be shared in whole, or in part, by other agencies within the criminal justice system, by other private and public entities, and by other persons for the purpose of conducting a background investigation, and by all individuals in the City who need to know this information.

I, therefore, waive my right to claim and hereby agree to hold harmless the City of Elk River and the Elk River Police Department, and any of its agents or employees for any injury or damage which I may experience as a direct or indirect result of the intended use of this information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Full name of applicant)

Printed: \_\_\_\_\_  
(Full name of applicant)

Address: \_\_\_\_\_  
Street Address City State and Zip

☐ Check here if you are less than 18 years old.

Any other names used in the past: \_\_\_\_\_

All addresses where you have lived in within the past ten years: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## Employment Data Record

During application and employment, applicants and employees are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, sexual orientation, or public assistance.

As an employer with an Affirmative Action program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

Please Note: Your cooperation is voluntary. Inclusion or exclusion of any data will not affect any employment decision.

### Voluntary Survey – (please print)

Job Applied For: Crime Prevention Specialist

Date: \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of an employee. This data is for statistical analysis with respect to the success of the Affirmative Action program. Submission of this information is voluntary.

Name _____	
Address _____	
City _____	State _____ Zip _____
Check One:    Male _____    Female _____	
Check one of the following: (Ethnic Origin)    White _____    Hispanic _____ American Indian/Alaskan Native _____    Black _____ Asian/Pacific Islander _____    Other _____	
Check one of the following:    Vietnam Era Veteran _____    Disabled Veteran _____ Handicapped _____    Not Applicable _____	